

**MINUTES  
PARK COMMITTEE  
Wednesday, March 25, 2015  
City Hall, Room 207  
5:30 P.M.**

MEMBERS PRESENT: Aldermen Jerry Wiezbiskie, Joseph Moore, and David Nennig

Ald. Danzinger arrived at 5:40 p.m.

MEMBERS ABSENT: None

OTHERS PRESENT: Dawne Cramer, Dan Ditscheit, Mike Reed, Mark Suchowski, Brad Drefcinski, Rick Jensen, and Ald. Scannell

**Approval of the minutes of the meeting of February 25, 2015**

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the minutes of the meeting of February 25, 2015. Motion carried.

**Adoption of the Agenda**

A motion was made by Ald. Moore and seconded by Ald. Nennig to adopt the agenda of the March 25, 2015, Park Committee meeting. Motion carried.

**1. Discussion/Action on a proposed prairie burn in the Baird Creek Parkway**

The Baird Creek Preservation Foundation has requested permission to conduct a prescribed burn of approximately five acres in the Baird Creek Greenway. The burn area would be immediately adjacent to the area that was burned in 2013 below the Triangle Hill Sports Area and just south of the paved trail. Prescribed burns are used to set back the growth of invasive plants and recycle nutrients to the soil. The burn will be conducted by the Fox Valley Technical College's Prescribe Burn Program and will be supervised by their Fire Specialist who also did our last burn in 2013. They are highly-trained and possess the necessary equipment. They conduct similar burns of vegetation around some Department of Public Works storm water ponds. They have prepared a detailed burn plan that has been reviewed and approved by the City of Green Bay Fire Department. The burn plan addresses all the conditions and factors that are required for the burn to be conducted safely, required personnel and equipment, as well as contact information and proper notification of public agencies such as Police and Fire Departments. If all conditions cannot be met, the burn doesn't happen. Fox Valley Technical College is required to carry the proper insurance, which is already on file with the Risk Management Department. A hold harmless agreement will also be required. The Baird Creek Preservation Foundation will notify the nearby neighbors of the proposed burn through direct mailings and will also have information

on their website and in their newsletter. On the day of the burn, the trail will be temporarily closed in the burn area, and volunteers will be posted to ensure public safety. Temporary signage will also be placed along the trail. The Green Bay Fire Department will be notified 24 hours before the burn date and again 2 hours before the burn and must be present onsite during the burn. Because the burn requires specific weather conditions to ensure safety, an exact date cannot be set in advance. The window of favorable conditions will be early to late April. The Baird Creek Preservation Foundation will be responsible for all costs related to the burn and have received a grant to help with costs.

Ald. Nennig asked to be notified when the burn will occur because it is in his district. He also offered to volunteer on the day it will occur if he is available.

Ald. Wiezbiskie asked to be notified when the date of the burn has been decided.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve a proposed prairie burn in the Baird Creek Parkway contingent upon the following:

- Approval of a detailed burn plan by the Green Bay Fire Department;
- An approved hold harmless agreement by Fox Valley Technical College;
- Fox Valley Technical College obtaining all proper insurances and permits;
- All costs being the responsibility of the Baird Creek Preservation Foundation;
- Proper notification of neighbors, alderpersons, and proper authorities by the Baird Creek Preservation Foundation;
- The Green Bay Fire Department must be onsite during the burn.

Motion carried.

## **2. Discussion/Action on a request by Leadership Green Bay to install bike racks along the Fox River Trail near Washington and Doty Streets**

Leadership Green Bay has requested a project that includes installing multiple bike racks along the Fox River Trail access walk located at the corner of Washington and Doty Streets. There is a need for an area for bike racks. Last year Downtown Green Bay, Inc. supplied temporary bike racks to this area to meet the needs of the Farmers Market. They are looking to install 14 single-loop bike racks similar to other bike racks located downtown. These racks will be permanently installed on a slab of concrete adjacent to the trail. All costs associated with the two 20' x 7'4" concrete slabs, bike racks, installation, and site restoration will be the responsibility of Leadership Green Bay.

Ald. Nennig commented that it was impressive the racks would be made by students at West High School.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the request by Leadership Green Bay to install bike racks along the Fox River Trail near Washington and Doty Streets contingent upon the following:

- All proper insurances and permits being obtained;
- All costs of concrete, bike racks, installation, and site restoration are the responsibility of Leadership Green Bay;
- A signed hold harmless agreement;
- Final approval of the site plan by Park staff;
- Once installed, the bike racks become City property.

Motion carried.

### **3. Discussion/Action on a request by Downtown Inc. to install electrical outlets along the Fox River Trail near Washington and Doty Streets**

Downtown Green Bay, Inc. approached staff about having permanent electrical outlets installed for the Farmers Market in the same area as the proposed bike racks. These two projects will be built at the same time. Wisconsin Public Service will feed this service off an existing transformer on the adjacent property. Two ash trees will be removed to accommodate the trenching. The meter outlets will be located adjacent to the sidewalks by Washington and Doty Streets. All costs will be the responsibility of Downtown Green Bay, Inc. There will be a separate meter for this service. Downtown Green Bay, Inc. will be responsible for paying all utilities associated with this service and the yearly meter fee. In order for Downtown Green Bay, Inc. to install this service, they will need a private transmission easement through park property. The Law Department will work with Downtown Green Bay, Inc. to draft the easement.

Ald. Moore asked if the updates would carry enough voltage to accommodate the needs of the Farmers Market. Staff replied yes.

Ald. Nennig feels the addition will really improve the success of the Farmers Market.

Jeff Mirkes added that permanent electricity will be a large improvement to the generators used before. He also thanked the City of Green Bay and the Parks Department for help with the easement.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve a request by Downtown Green Bay, Inc. to install electrical outlets along the Fox River Trail near Washington and Doty Streets contingent upon the following:

- All proper insurances and permits being obtained;
- All costs of construction, restoration, and tree replacement will be the responsibility of Downtown Green Bay, Inc.;
- All utility costs and the yearly meter fee is paid for by Downtown Green Bay, Inc.;
- Securing a private transmission easement with the Law Department;

- A signed hold harmless agreement with the Law Department;
- Final approval of the site plan by Park staff.

Motion carried.

#### **4. Discussion/Action on hiring an architect for the Astor Park Shelter**

The Parks Department bonded \$300,000 in 2014 for replacement of Astor Park Shelter. This amount has to cover removal of the old shelter, hiring an architect, and construction of a new shelter. We sent out a Request for Proposals for architectural design services and received five submittals. Staff reviewed all five proposals. Two of the five did not meet requirements of the Request for Proposals. The remaining three were scored on a point system that included price, qualifications of the staff, firm experience, and completeness of the proposal. Dimension IV received the highest score and was also the lowest qualified bidder at \$23,944. This cost includes conceptual design and presentations. Once designed, they are required to provide construction documents, drawings, and specifications, as well as managing the construction project.

Ald. Wiezbiskie was not familiar with Dimension IV and asked that staff explain the company's qualifications. Staff replied that the Parks Department had not yet utilized Dimension IV for projects. However, they have designed many local projects including the new restroom facility located at the Botanical Gardens. Dan Roarty will be the architect in charge.

Ald. Moore questioned what information was not provided by the two incomplete proposals. Staff said the request required information on the company's employees who would be working directly on the project, and very little information was provided. Additionally, both companies were going to subcontract some of the architectural and engineering work and provided very little information about the sub-consultants.

R. Jensen commented that the proposals were incomplete, and that reason would suffice the exclusion of the two proposals. Staff stated it would be very difficult to judge those proposals against the others that provided all of the requested information in detail.

Ald. Moore said he would not support contracting with Dimension IV because the two incomplete proposal fees came in much lower than Dimension IV's. He feels because it is a relatively simple project, staff should contact the companies that provided incomplete proposals and get the required information.

Staff explained that the Request for Proposals included that scoring would be based on four categories – (1) qualifications; (2) experience of the firm; (3) quoted price; and (4) completeness of proposal. Much of that information was not provided, so you could not provide a score for them.

Ald. Danzinger agreed with Ald. Moore that there was a large variance in price between the accepted proposals; however, he worries about resubmitting a Request for Proposals.

Ald. Moore replied that he was not suggesting resubmitting the Request for Proposals.

Ald. Danzinger asked if the construction administration portion would deal with the disposal or management of the existing shelter. Staff explained that construction administration covers the management and supervision of the construction to ensure the shelter is built according to specifications.

Ald. Nennig questioned what the total estimated cost of the project was. Staff answered that the project was budgeted at \$300,000.

Ald. Wiezbiskie noted that the three complete proposals were all in line price-wise with each other.

A motion was made by Ald. Nennig and seconded by Ald. Danzinger to authorize staff to hire Dimension IV to design the Astor Park Shelter for \$23,944. Motion carried 3-1.

## **5. Report of the Purchasing Manager:**

### **Discussion/Action on a request to purchase a new 72" front mount riding lawn mower from Service Motor Company for \$16,300**

Purchasing Manager Rick Jensen said five responses were received for the purchase of the lawn mower. The recommendation is to award the low bid from Service Motor Company for \$16,300.

Staff said this is a standard purchase to replace at least one mower per year. The average life of this mower is 10 years; it has lasted 16 years. It will no longer perform as necessary.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the purchase of a 72" front mount riding lawn mower from Service Motor Company for \$16,300. Motion carried.

## **6. Discussion/Action on a presentation by Raasch Associates Inc. on the preliminary conceptual design of the Bay Beach Pavilion**

The Bay Beach Master Plan proposes to look at options to make the Pavilion a year-round destination. As future development is happening all around this building, we need to plan how the pavilion will fit into expansion. We also need a design with cost estimates to begin fundraising efforts. We hired Raasch Associates, Inc. to look at designing a master plan for the building. They started us off with ten different concepts. We had several brainstorming sessions with staff, the Mayor's Office, Friends of

Bay Beach, and others. We looked at functional and operational needs, as well as preserving and adding back historical features. We want to maintain grandness to the building entrance, more windows and views of the bay, and to open the west end to park users with additional outdoor patio/dining areas. At tonight's meeting, Raasch will present three preliminary concepts to gather your opinions and considerations. The Pavilion is a major historical piece of the Bay Beach project, and we need to make sure we do it right. As part of our team, we really want to hear your comments, whether good or bad – what you like or do not like. We could take bits and pieces from all three. After tonight's meeting, we will take everyone's feedback and develop one final concept with cost estimates.

Gary Schneider, Raasch Associates, Inc. – He summarized a few of the design guidelines for all three concepts. The building will remain historic. A second story balcony should be added to the back, facing the bay. There should be a grand entrance to the building. The central area should remain grand, and the balcony should be kept for dining overflow. The kitchen should remain centralized, and it should be renovated and expanded to make it more efficient. There should be a separate snack booth with an outside counter to help relieve some of the traffic at the kitchen counter. The bathrooms should be moved away from the main entrance. The dance hall should remain in the same location. There should be an east-end addition off of the dance hall for restrooms, storage, and a separate catering kitchen. There will be several exterior plazas designed into this concept. The exterior will look very similar to how it looks now. He presented the first concept to the Park Committee.

Ald. Nennig asked what the design differences are between the multi-purpose room, events room, and dining areas. Staff replied that the difference is the usage of the particular space, not the design of the space. The design will incorporate different spaces, but they can all be used for multiple purposes depending on need.

Ald. Nennig asked if there is enough storage space. Staff said you could never have enough storage. The master plan provides a separate storage maintenance building that is located where the gravel parking lot currently is.

G. Schneider presented the second concept.

Ald. Nennig asked what the capacity was for the banquet hall and dining area. G. Schneider answered that the banquet hall could accommodate approximately 450 people.

Staff mentioned that the historic dance floor would be kept intact.

Ald. Wiezbiskie preferred Option 1. He liked the concept of opening the banquet hall into the dining area for additional space, as well as the dining options on the second story balcony.

Ald. Nennig inquired if customers would be able to look out at the bay from the second floor. G. Schneider explained the entire wall would be windows, and there would be doors going out to the patio.

G. Schneider presented the third concept.

Ald. Wiezbiskie wondered if it made sense to have the kitchen against the wall for the purposes of unloading trucks, ventilating exhaust, etc. G. Schneider said exhaust would be ventilated upwards instead of out a side of the building. He said a few of their designs did incorporate a kitchen and bathrooms that were accessible both inside and outside the building.

Ald. Nennig asked if there was a preference for the location of the offices from a staff perspective. Staff suggested that the main office area remains at the Pavilion.

Staff added that there have been discussions on enclosing the carousel in the winter and using an open gazebo concept in the summer. This could be connected to the Pavilion with a walk.

Ald. Wiezbiskie inquired what actions staff wanted the Park Committee to take on the concepts at this time. Staff is requesting comments, suggestions, and preferences. This feedback can be given at a later date on an individual basis as well.

Ald. Danzinger liked the idea of being able to divide the dining area from the banquet hall, but also that dividers could be removed at times when the dining area is at maximum capacity. Overflow into the banquet hall would be a terrific option. Ald. Danzinger agreed with Ald. Wiezbiskie that it would be worth seeing the kitchen as an option on the end of the building for delivery purposes, as well as serving. He would like that option explored further. Staff clarified that the kitchen would not be best on the end of the building because it cuts off circulation to the rest of the building.

Ald. Wiezbiskie is being swayed towards Option 2.

Ald. Danzinger prefers Option 1.

Ald. Moore questioned if there was enough space on the new porch for tabletop dining. Staff replied yes.

Ald. Moore would like to see the dining removed from the second floor because it is separated so much from the kitchen and the other dining area. It could be a great opportunity to make the second level almost like a museum with plaques, awards, pictures, and magazine articles of Bay Beach. Because the bathrooms and the kitchen are not on an outside wall, fewer issues would result in the winter such as frozen pipes, etc. He liked the fact that the dining area and banquet hall are separated so there is a possibility of two events going on at once. There is also a benefit to having bathrooms set apart from the dining area so that those dining are not eating right next to the

bathroom doors. He felt there was more opportunity in Option 2. One thing Ald. Moore did not see in any concept was stage access for bands. Staff explained that bands access the stage through the back corner door, and that will be maintained.

Ald. Wiezbiskie is drawn to the circular balcony. He wanted clarification that the back wall in the banquet hall would have windows that opened to the bay. Staff described how the entire back wall along the building would be windows and doors.

Ald. Wiezbiskie stated his disapproval of additional dining areas on the second floor because it is difficult to serve on a floor without a kitchen. He thinks it could be used as an observation area.

Ald. Nennig added that there were no restrooms up there as well.

Staff envisions the second floor as being rentable space, especially after the porch is put on.

Ald. Nennig feels Options 1 and 3 give the most usable space on the second floor. He likes the round opening.

Staff clarified that the round opening could be used on any of the three concepts.

Ald. Moore asked that the concepts be given to the remaining City Council members for their review and comments. He inquired about the timeline to return comments and suggestions. Staff responded the sooner the better so that fundraising could begin.

Ald. Wiezbiskie questioned the involvement of fundraising efforts by the Friends of Bay Beach. Staff replied the Friends of Bay Beach will certainly be a source of fundraising for the project.

A motion was made by Ald. Moore and seconded by Ald. Nennig to direct staff to obtain feedback from the City Council on the three preliminary Bay Beach Pavilion concepts and incorporate comments from the Council and Park Committee to develop one final concept to bring back to the Park Committee for approval. Motion carried.

## **7. Director's Report**

Mike Reed, our Director at the Wildlife Sanctuary, was awarded the New Watershed Champion 2015 award. Mike is receiving this award for his vision on the 4K Oak Learning Center and his outstanding teamwork and collaboration with the University of Wisconsin-Green Bay and the Green Bay Public School District on this important program, which is ushering a new generation of watershed champions. This is a really awesome program. We are receiving many inquiries from other communities and cities on how to emulate our program. Our program presents not only a very unique but effective approach to learning by allowing each child to totally immerse into his/her



learning experience. They are not confined to a classroom but have a whole nature center to explore.

Wildlife Sanctuary Director Mike Reed explained a bit about the program and how well it is being received. Capacity is booked already for next year, and the waiting list is growing. The learning is project- and inquiry-based for this age group.

Ald. Wiezbiskie thanked M. Reed for all of his accomplishments and said he was so proud Mike was part of the City's team.

M. Reed thanked the Park Committee, as well as the Parks Department, for all of their support.

Our sincere thanks go out to the Green Bay Public School District and the University of Wisconsin-Green Bay for their great partnership in this endeavor. We are very proud of Mike and all of our Wildlife Sanctuary staff for all of their hard work and dedication, not only to this program, but for all they do in environmental education for our community.

The Parks Department applied for and received a Great Lakes Restoration grant for 2013-2015. This grant provided us resources to help fight the Emerald Ash Borer in our community. Part of this grant was also to provide trees to Green Bay City residents to preserve the tree canopy and grow the urban forest due to the loss of the Emerald Ash Borer trees. We will receive 1,400 trees ranging from 4-7' depending on the species selected. We will provide one free tree per household. Residents may sign up on our webpage, [www.greenbaywi.gov/parks](http://www.greenbaywi.gov/parks), click on Free Trees, and fill out the application. Residents will be responsible for picking up the trees at the City Nursery on an anticipated mid- to late-April date (crab apple, Callery pear, honey locust, maple autumn blaze, river birch, serviceberry robin hill, and red bud).

At our April 15 Park Committee meeting, we will be bringing updates on the Colburn Pool issue and deciding the bonding for the pool. At our April 29 Park Committee meeting, we will be dealing with our bonding request for the whole Parks Department.

A motion was made by Ald. Danzinger and seconded by Ald. Moore to receive and place on file the Director's Report. Motion carried.

A motion was made by Ald. Moore and seconded by Ald. Nennig to adjourn the meeting. Motion carried.

Meeting adjourned at 6:30 p.m.